

Crawfordsville Community School Corporation

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96-45

Dr. Craig Glenn, Superintendent of Schools
Dr. Kathleen Steele, Coordinator of Curriculum
Brenda Coffing, Secretary
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Paul Pflederer, Director of Support Services
Kathryn Smith, Accounts Payable
Saundra Lynch, Bookkeeping
Terri Osmun, Payroll

Dec 28 4 40 PM '98

RECEIVED

EX PARTE OR LATE FILED

December 23, 1998

Chairman William Kennard
1919 M Street NW
Washington, D.C. 20554

RECEIVED

JAN 11 1999

FEDERAL COMMUNICATIONS COMMISSION
OFFICE OF THE SECRETARY

Dear Chairman Kennard:

This letter is to bring to your attention the fact that our school corporation is unable to claim a discount for the period of November 1998 through June 30, 1999 because our contract with Ameritech ended in November 1998. The reason ended the contract in November 1998 is because of initial information we received from the SLC when this process began.

Because we were re-writing our contract with Ameritech at that time, Ameritech and our school corporation understood that the SLC was saying we should not do a multi-year contract and it was indicated we should end the contract no later than December. We wrote our contract with that in mind. However, after we had signed our contract and our legislators got involved, there was some confusion and the SLC then changed from 12 months to 18 months. Since we only have one vendor available to us for local telephone service, the point of a contract is relatively mute in any case.

I was surprised and disappointed when completing Form 486 and the associated BEAR form for reimbursement to find that if our contract ended in November we could not request reimbursement for the following seven months. It seems if our contract ended in January, we could receive reimbursement. This seems to be an arbitrary and capricious way of distributing funds. Surely, it was not the intent to have schools ineligible for reimbursement (in our case 61%) simply because the contract did not end in the proper month. I'm sure it was not the intent of anyone to mislead schools when we receive the initial information about how long the contract year would run.

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We hereby request you to do what you can to ensure that we can receive the reimbursement through the first 18 months. Please contact me if you would like further information.

Sincerely yours,



Craig Glenn, Ph.D.
Superintendent of Schools

Enclosures:

Form 486 Instruction – Page 8

cc: Senator Richard Lugar
Senator Evan Bayh



**Schools and Libraries Universal Service
Receipt of Service Confirmation Form**

Estimated Average Burden Hours Per Response: 1.5 hours

**Instructions for Completing the
Universal Service for Schools and Libraries
Receipt of Service Confirmation Form (FCC Form 486)**

NOTICE TO INDIVIDUALS

NOTICE TO INDIVIDUALS: Section 54.504 of the Federal Communications Commission's (FCC) rules sets forth the circumstances under which a service provider may receive universal service support for providing service to a school or library. 47 C.F.R. § 54.504. This form is required to inform the fund administrator, the Schools and Libraries Corporation (SLC), that the eligible entity participating in the universal service support mechanism has begun to receive the services for which it, and/or the eligible entities it represents, has entered into a contract. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data reported will be used to ensure that the schools or libraries are receiving the services for which they have contracted with service providers so that universal service support may be provided to the service provider pursuant to 47 C.F.R. § 54.504. All schools and libraries that are receiving supported services must file this form.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of a FCC statute, regulation, rule or order, your application may be referred to the federal, state, or local agency responsible for investigating, prosecuting, enforcing or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when: (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party in a proceeding before the body or has an interest in the proceeding.

If you owe a past due debt to the federal government, the taxpayer identification number and other information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the fund administrator may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Privacy Act of 1974, Pub. L. No. 93-579, December 31, 1974, 5 U.S.C. § 552, and the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. §§ 3501, *et seq.*

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden, to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, D.C. 20554. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS.

PURPOSE OF FORM

The FCC Form 486 Receipt of Service Confirmation Form is used by the billed entity applicant who filed a FCC Form 471 on behalf of an eligible school, library, library consortium or consortium of multiple entities, to inform the fund administrator, the Schools and Libraries Corporation (SLC), when the billed entity applicant and/or the eligible entities that it represents is receiving or has received service from the service provider(s). Receipt of a properly completed Form 486 triggers the process for actual payment of discounts.

Throughout these Instructions, the billed entity applicant will be referred to as “applicant” or “billed entity” or “you.” A billed entity applicant may be a school, school district, library, library consortium or consortium of multiple entities, or an entity filing on their behalf. The same applicant that filed the 471 application should be identified as the applicant for the Form 486.

The Form 486 must be completed and mailed to the fund administrator within five business (5) days of the occurrence of any of the following events:

- A Funding Commitment Decisions Letter has been issued by the fund administrator to the Form 471 applicant and after services begin to be delivered by a service provider to an eligible school, library, library consortium or consortium of multiple entities pursuant to the Funding Commitment Decisions Letter; or
- The delivery of services is terminated earlier than the expiration date that was identified on the associated Form 471 (Block 5, Item 15, Column 5 and/or Block 5, Item 16, Column 5); or
- The delivery of services is extended beyond the expiration date of the contract that was identified on the Form 471 (Block 5, Item 15/16, Column 5), but still remains within the present program funding year (see Special Note and Instructions for 1998 Funding Year, page 8); or
- A Form 471 applicant decides to cancel irrevocably and permanently the Funding Request Number; or
- A Form 471 applicant has received services on or after the actual start date of services, has paid the service provider directly and in full for these services received, and intends to submit a Billed Entity Applicant Reimbursement Form to obtain reimbursement of the amount of the discounts for the services paid for already.

The Form 486 is also required to certify that: (1) approval has been obtained for the technology plan(s) of entities receiving universal service support pursuant to a SLC-approved funding commitment based on a

Form 471; and (2) to indicate the names of the authorized reviewing organizations that approved the technology plan(s).

The applicant must submit the relevant information on a Form 486 for each Funding Request Number approved by the SLC. A Funding Request Number or FRN is one individual row or line of a Form 471, Block 5, Items 15/16. Depending on how the Form 471 was developed and completed, a FRN may consist of a single service or group of services. The FRNs that are referred to when completing this Form 486 should be based on the Funding Commitment Decisions Letter(s) that are issued by the fund administrator.

Universal service support will not be paid to a service provider on an approved funding commitment prior to the SLC's receipt of the Form 486 with Column (E) completed. A service provider is not obliged to begin providing discounts to an applicant until the applicant files a properly completed Form 486, which is accepted and processed by the SLC. The SLC will send a written notification to a service provider to acknowledge receipt of a Form 486 for each FRN for which the service provider's SPIN is listed. The service provider may invoice the fund administrator for discounts provided pursuant to an approved FRN after receiving the written notification letter of receipt of Form 486 for the particular FRN, in which Column (E) has been completed.

FILING REQUIREMENTS AND GENERAL INSTRUCTIONS

Who Must File the Form 486?

The billed entity representing a school, library, library consortium, or consortium of multiple entities (hereinafter referred to as "school or library") who completed and submitted the FCC Form 471, Services Ordered and Certification Form, to which this Form 486 relates, must file the Receipt of Service Confirmation Form (Form 486) with the SLC. Your Funding Commitment Decisions Letter from the SLC cites your Billed Entity Number, which you must also record in Item 2 of this form. If you received multiple Funding Commitment Decisions Letters setting forth discount approvals for the same Billed Entity Number, you may choose to complete one Form 486 encompassing all of them (see "How Many Form(s) 486 to File?," below). However, in the rare event that you receive more than one Funding Commitment Decisions Letter, each featuring a different Billed Entity Number, you must complete a separate Form 486 for each Billed Entity Number.

How Many Form(s) 486 to File?

The billed entity applicant may choose to submit one Form 486 setting forth the required information for each FRN on a separate row. Alternatively, the billed entity applicant may choose to submit a separate Form 486 for each FRN. When deciding whether to file multiple Form 486 applications or a single Form 486 containing the information for multiple FRNs, the applicant should consider:

1. Is the service start date the same or varied among the multiple FRNs? If multiple FRNs have the same or similar start dates for service, then you may file one Form 486 for all of the FRNs whose service start date has occurred. Please remember to comply with the requirement to file a Form 486 within five business (5) days of the occurrence of any of the conditions described in these Instructions, above.

2. Is all of the information necessary to complete successfully the Form 486 available? If any of the information required for a particular FRN is missing, the applicant should submit a separate Form 486 for the particular FRN in question. In order for your Form 486 to be accepted for processing, all components of information are required to be completed, unless expressly noted as optional. If required information is missing or an invalid entry is made, your Form 486 may be rejected and returned to you without being accepted and processed.

When to File?

You must complete and file Form 486 within five (5) business days of the following:

- (1) The school or library has begun to receive a new service which is included within a Funding Commitment Decisions Letter issued by the SLC for a Form 471, or after receiving a Funding Commitment Decisions Letter if the applicant already began receiving service prior to the receipt of the Funding Commitment Decisions Letter.
- (2) The delivery of services is terminated earlier than the expiration date identified on the 471 application (Block 5, Item 15, Column 5 or Block 5, Item 16, Column 5); or,
- (3) The delivery of services is to be extended beyond the expiration date identified on the Form 471 (Block 5, Items 15/16, Column 5) filed during the present program funding year. (See "Special Note and Instructions for 1998 Funding Year," page 8.)

Where to File?

The Form 486 must be filed manually by completing and mailing ***an originally signed form to: SLC-Form 486, P.O. Box 7026, Lawrence, KS 66044-7026.*** Alternatively, for those applicants using express delivery services or U.S. Postal Service Return Receipt, applicants should use the following address: **SLC-Form 486, c/o Ms. Smith, 3833 Greenway Drive, Lawrence, KS 66046.** Please note that this is a new address, different from the address used for mailing the Form 470 and Form 471 applications.

Note: DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FEDERAL COMMUNICATIONS COMMISSION. THIS FORM MAY NOT BE FILED ELECTRONICALLY.

Compliance.

Anyone filing false information is subject to penalties for false statements, including fine or forfeiture, under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001.

All of the information required in the Form 486 must be completed, in order for this Form to be accepted by the fund administrator for processing. A valid entry must be submitted on the Form 486 for each component of information required. These Instructions set forth the requirements for a valid entry. If you have any questions about completing this Form, please visit the SLC Web Site at [<http://www.slcfund.org>](http://www.slcfund.org) and if you have remaining questions, please contact the SLC Client Service Bureau at 1-888-203-8100, before submitting the Form. **If the Form is not properly completed, the Form may be rejected and returned to you.**

Where to Get More Information?

You may call the SLC Client Service Bureau at **1-888-203-8100**, send an E-Mail to **question@slcfund.org** or a fax to **1-888-276-8736** for more information on how to complete this or other universal service forms. Information and detailed guidance is also available on the Schools and Libraries Corporation's website at **<<http://www.slcfund.org>>**.

SPECIFIC INSTRUCTIONS

Type or clearly print in the spaces provided. Applicants may attach additional pages if necessary. It is not necessary to include all your Funding Request Numbers from one Form 471 on one Form 486; nor is it necessary to limit the Form 486 to one 471 Funding Commitment Decisions Letter. However, in the rare event that you have more than one Billed Entity Number as identified in more than one Funding Commitment Decisions Letter, you must complete a separate Form 486 for each Billed Entity Number.

An additional Form 486 should be filed when services associated with different Funding Request Numbers on an approved Form 471 commence on different dates, in order to submit the Form 486 on a timely basis (that is, within five (5) business days of the triggering event). Each Funding Request Number must appear on a Form 486 Receipt of Service Confirmation Form in order to activate the process for payment of invoices submitted for services provided under a specific Funding Request Number.

This form is also posted on the fund administrator's Web Site at **<<http://www.slcfund.org>>** A copy of the form will be mailed to each FCC Form 471 applicant that receives a Funding Commitment Decisions Letter approving discounts on eligible services.

Form 486 Application Number: Please assign this Form 486 a unique number of your own choosing (which could be as simple as "#1" or "A") to identify it and distinguish it from other Forms 486 that you may submit to the fund administrator. The fund administrator will use this unique number to specifically identify this Form 486 when communicating with you about it.

A. Block 1: Applicant Information

Block 1 of Form 486 asks you for your address and basic identification information. "You" refers hereinafter to the applicant – a school, school district, library, library consortium or consortium of multiple entities, or entity filing on their behalf.

Item (1) - Provide your name as indicated on the corresponding Funding Commitment Decisions Letter. You may be an individual school, library, library consortium or a consortium of multiple entities, including a school district, a county, a city, a state, or an entity created solely as an agent for eligible entities to participate in this universal service discount mechanism.

Item (2) - Provide the Billed Entity Number as it appears on your Funding Commitment Decisions Letter for the corresponding Form 471. **Please be sure to obtain this information from your Funding Commitment Decisions Letter, as the information may have been reported differently in your 471 application.**

Item (3) - Provide the funding year for which your funds were approved, e.g., "1998." The funding year you supply here must be the same as the funding year contained in your Funding Commitment Decisions Letter for the corresponding Form 471. The 1998 funding year runs from January 1, 1998 through June

30, 1999. The 1999 funding year runs from July 1, 1999 through June 30, 2000. Each subsequent funding year is expected to begin on July 1 of that year.

Item (4) - Provide your organization's full mailing address, whether a street address, Post Office Box number, or route number; 10-digit telephone number including the area code; fax number; and e-mail address.

Item (5) - Provide the name of the person who should be contacted with questions about this form. The contact person must be able to answer questions in a timely manner regarding the information included in this form and the eligible services that have been or are being provided. Provide the mailing address for the contact person, and phone number, fax number and e-mail address if different from the address information in Item (4). If the mailing address for the contact person is left blank or incomplete, the address and phone number of the applicant will be filled in for the address and telephone number of the contact person.

B. Block 2: Services Received

Block 2 of Form 486 asks you to provide information about the application number, service provider, the Form 471 Funding Request Number, the service commencement date, and, where applicable, the contract termination date, and whether the applicant intends to submit a Billed Entity Applicant Reimbursement Form for services already delivered and paid for. Please note that if you are filing the Form 486 to indicate that services have begun to be received, then you must complete Column (E).

Item (6) - For Shared Services and Site Specific Services (A)-(H)

Columns (A), (B), (C), (D)

The applicant must provide the following information for columns (A), (B), (C) and (D). All of this information must be obtained from the SLC Funding Commitment Decisions Letter issued to each Form 471 applicant approved for funding.

(A) 471 Application Number;

(B) Funding Request Number (FRN) for the services to be provided;

(C) Service Provider Name;

(D) Service Provider Identification Number (SPIN).

Columns (E), (F) and (G)

Columns (E), (F) and (G) describe each of three possible events which trigger the requirement to file a Form 486. If you fill in information for ANY of these Columns, (E), (F) or (G), then you must complete Column (H) with "No." No entry should be provided in these Columns, (E), (F) or (G), if you complete Column (H) with "yes."

This table shows some examples of how Columns (E), (F), (G), and (H) relate to one another.

EXAMPLES	(E) Actual Service Start Date (mm/dd/yyyy)	(F) Early Termination of Service Date (mm/dd/yyyy)	(G) Contract Extension Termination Date (mm/dd/yyyy)	(H) Cancel FRN (Yes/No)
IF YOUR FRN IS FOR...	See definitions of "Service Start Date" in Instructions for Column (E), below and on page 8	See definition of "Early Termination" in Instructions for Column (F), page 8	See Instructions and special guidance for Column (G), pages 8-9	You must complete <u>Yes</u> or <u>No</u> . See Instructions for Column (H), page 10
Internet access purchased under a two-year contract commencing January 1, 1998	01/01/1998			No
Tariff telecommunications service (not covered by a written contract) for which you posted a Form 470 on March 1, 1998 and chose a vendor after 28 days	03/29/1998		06/30/1999	No
An internal connections contract originally dated June 1-Dec. 31, 1998, that was completed ahead of schedule on August 31, 1998	06/01/1998	08/31/1998		No
A telecommunications contract for a T-1 line that you have decided not to purchase after all				Yes

Column (E)

(E) **Actual Service Start Date:** The date on which the service for each Funding Request Number commenced. This date cannot be earlier than the service start date reported in your Form 471 Funding Commitment Decisions Letter for the FRN. This date must be provided in month, day and four-digit year (mm/dd/yyyy) format.

- **Actual Service Start Date Definition:**
 - Ongoing services (for example, telecommunications and Internet access, ongoing internal connections services such as maintenance), the date that service begins may be:
 - the date that service has been installed and billing begins;
 - the date that billing has been established for your account;
 - the beginning date of the billing period covered by your first bill for this service.

In no instance can this date be earlier than the service start date reported in your Form 471 Funding Commitment Decisions Letter for the FRN.

- One-Time Services/Products Installation (for example, installation of internal connections network or purchase of eligible internal connections):
 - for contracts which require a payment from the customer to the service provider at the time that the contract is signed or before work begins, the service start date may be the date that the contract is signed;
 - date that service provider ships the product;
 - date that the installation/construction of work begins.

In no instance can this date be earlier than the service start date reported in your Form 471 Funding Commitment Decisions Letter for the FRN.

Please remember that in order to obtain discounted services from your service provider for a particular service or group of services for which the fund administrator approved discounts, it is essential that the Form 471 applicant file a Form 486 with Column (E) completed to indicate the actual service start date.

(F) Early Termination of Service Date: The date on which service(s) corresponding to each Funding Request Number terminated, if and only if the termination date is earlier than the contract expiration date provided in Column (5) of Items 15 & 16 of the related Form 471. This information must be provided in month, day and 4-digit year format (mm/dd/yyyy). **You are NOT required to file Form 486 merely to confirm termination of service if services conclude in accordance with the contract expiration date that was set forth in the associated Form 471.**

(G) Contract Extension Termination Date*: The new date based on extension of the contract expiration date (Form 471, Block 5, Items 15 & 16) for services to be provided through a previously approved Form 471 funding commitment (see Special Note and Instructions for the 1998 Funding Year, below). An extension date may be entered, if and only if, the amount of the funding commitment is not increased; the type of services received pursuant to the Funding Request Number remains the same; the extension is not beyond the program funding year; and such extension is acceptable under state and local procurement laws and regulations. This information must be provided in month, day and four-digit year (mm/dd/yyyy) format.

*** Special Note and Instructions for the 1998 Funding Year:**

You must complete Column (G) to confirm that the contract for services, or your arrangement for tariff services, is extended through June 30, 1999 in accordance with the FCC's Fifth Order on Reconsideration, CC Docket No. 96-45, FCC 98-120 (adopted June 12, 1998). There, the FCC stated that:

- Telecommunications services purchased under tariff may continue to be purchased and funded for discounts through June 30, 1999 without having to competitively re-bid.
- **A contract for telecommunications service or Internet access which expires on or after December 31, 1998 and before June 30, 1999, may be voluntarily extended and funded for discounts through June 30, 1999, without having to competitively bid the contract extension. Contracts for telecommunications service or Internet access that expire before December 31, 1998 may NOT be voluntarily extended. The**

services that correlate to the approved discounts must be delivered by no later than the contract expiration date reported in your Form 471 Funding Commitment Decisions Letter.

•Contracts for internal connections which were approved for discounts will be funded at no more than 12 months of the contract amount; however, the discounts may be used over the 18 month period beginning January 1, 1998 and ending June 30, 1999. If you have an internal connections contract approved for discounts during the 1998 funding year, and you have extended the contract to allow delivery of services beyond December 31, 1998, then you must complete Column (G) of Form 486 so that discounts can be paid for serviced rendered in 1999.

Please use the following to determine whether you must complete Column (G) of Form 486:

Type of Service: If your FRN is for...	...and the Contract Expiration Date for this FRN on your Funding Commitment Decisions Letter is:	...must you complete Column (G) of Form 486?
Telecommunications TARIFF service (not covered by contract)	12/31/98, the original default expiration date for all tariff services	You DO HAVE TO complete Column (G) in order to receive discounts for the period January 1, 1999 through June 30, 1999.
Telecommunications or Internet access CONTRACT service	On or after December 31, 1998 but before June 30, 1999	You DO HAVE TO extend your contract through June 30, 1999 and complete Column (G) in order to receive discounts for the period January 1, 1999 through June 30, 1999.
Telecommunications or Internet access CONTRACT service	Before December 31, 1998	You DO <u>NOT</u> HAVE TO complete Column (G) and you ARE NOT PERMITTED to voluntarily extend your contract.
Telecommunications or Internet access CONTRACT service	After June 30, 1999	You DO <u>NOT</u> HAVE TO complete Column (G) in order to receive discounts through June 30, 1999.
Internal connections CONTRACT service	On or after December 31, 1998 but before June 30, 1999	You DO HAVE TO extend your contract through June 30, 1999 and complete (G) in order to use the approved discounts during the period January 1, 1999 through June 30, 1999.
Internal connections CONTRACT service	Before December 31, 1998	You DO HAVE TO extend your contract through June 30, 1999 and complete (G) in order to use the approved discounts during the period January 1, 1999 through June 30, 1999.
Internal connections CONTRACT service	After June 30, 1999	You DO <u>NOT</u> HAVE TO complete (G) in order to use the approved discounts through June 30, 1999.

Column (H)

(H) Cancellation of a FRN: Cancellation of a FRN is irrevocable and cancels the discount funding previously authorized by the SLC. The cancellation will be effective as of the date of the SLC's processing of the Form 486 on which Column (H) is completed. The fund administrator will not process

invoices for services delivered after the effective date of the cancellation of the FRN. An entry, either "yes" or "no" is required for this Column, each time that you complete and submit a Form 486.

- If you complete Column (H) with "no," then at least one entry is required among Columns (E), (F) and (G), and/or an entry of "yes" is required in Column I.
- If you complete Column (H) with "yes," then you must leave Columns (E), (F) and (G) blank AND you must complete Column (I) with "no." If Column (H) is completed with "yes," and there are any entries in Columns (E), (F), and (G), those entries will be ignored. Similarly, if Column (H) is completed with "yes," and you have also entered "yes" in Column (I), then your entry in Column (I) will be ignored.

Column (I)

(I) Applicant to Submit Billed Entity Applicant Reimbursement Form for Discounts on Eligible Services Received and Paid for in Full: The Form 486 applicant should indicate in Column (I) whether the applicant intends to prepare and submit to the fund administrator a Billed Entity Applicant Reimbursement Form for discounts on eligible services already received and paid in full by the 471 applicant. Column (I) must be completed with either "yes" or "no."

In the case of qualified preexisting contracts, discounts may be effective as early as January 1, 1998, the beginning of the first program year. For new contracts, the discounts will be effective as of the service start date, which must be on or after the date that the contract for services was signed, and which can be no sooner than 28 days after the posting of a request for new services in a Form 470 application to the SLC Web Site. In the case of tariff telecommunications services, which are not covered by a written contract, discounts will be effective as of the service start date, which can be no sooner than 28 days after the posting of a request for these services in a Form 470 application to the SLC Web Site. In some instances, applicants already may be receiving the services for which the SLC will authorize payment of discounts after the SLC completes its review of the Form 471s received during the 75-day window. In some of these situations, the applicant has paid the full price of those services already received before the funding commitment notifications are issued.

The SLC anticipates that many Form 471 applicants will seek to receive the discounts for eligible services already received and paid for, and which are approved for funding of discounts. In cooperation with the relevant service provider, a Form 471 applicant will prepare a Billed Entity Applicant Reimbursement Form for the amount of the discounts associated with the services received as of the service start date as identified in the SLC Funding Commitment Decisions Letter, through and including the date of services billed in the month after the month in which the SLC Funding Commitment Decisions Letter is issued. The Billed Entity Applicant Reimbursement Form, signed by both the applicant and the service provider, will be submitted to and reviewed by the SLC. The SLC will notify the service provider of the amount approved for reimbursement, and provide a copy of such notification to the applicant. The service provider must then provide the reimbursement to the applicant, and the Universal Service Administrative Company (USAC) will reimburse the service provider.

Please note that the Billed Entity Applicant Reimbursement Form is NOT required IF the billed entity applicant and service provider have made their own arrangements for reimbursement or for implementation of discounts prior to funding commitment. These types of customer-specific agreements with service providers are permitted but not required under program rules. If such an agreement has been reached by mutual consent of the customer and service provider, the arrangement would be covered by a

Service Provider Invoice Form submitted by the service provider to the fund administrator. The billed entity applicant would not be required to submit a Billed Entity Applicant Reimbursement Form to obtain the approved discounts. Therefore, the billed entity applicant must complete Column (I) of the Form 486 with "no."

The applicant submitting Form 486 will not receive a written notification to acknowledge the fund administrator's receipt of Form 486. If an Applicant completes Column (I) with "yes," the applicant should follow the instructions for completing and submitting a Billed Entity Applicant Reimbursement Form to the fund administrator.

C. Block 3: Certification

Item (7) - Certify that the technology plans covering the services listed above for all the eligible entities who are recipients of services covered under this Form 486 have been approved by an authorized organization(s) that has been certified by the SLC in compliance with the rules applicable to this program. Provide the name(s) of each reviewing organization. Each entity receiving discounted services pursuant to the Funding Commitment Decisions Letter must be included under a technology plan which has been approved by an appropriate reviewing body. If you have any questions about technology plan review, please check the Technology Planning section in the Reference area of the SLC Web Site, www.slcfund.org, or contact our Client Service Bureau at 1-888-203-8100.

Item (8) - Certify that the services listed above have been or are being provided to the applicant. Item (8) also requires the individual signing on behalf of the applicant to certify that he or she is authorized to submit the information contained in the Form 486 Receipt of Service Confirmation Form on behalf of the eligible entities receiving eligible services. The individual signing on behalf of the applicant must certify that the information contained in Form 486 is true to the best of his or her knowledge, information and belief. *Persons knowingly making false statements on this form can be punished by fine, forfeiture, or imprisonment under federal law.*

Item (9) - Certify that you will promptly notify the fund administrator if any services received which are described in Block 2 of the Form 486 are canceled or terminated, resulting in the elimination of the fund administrator's obligation to pay invoices from service providers for the canceled or terminated services.

Item (10) - Certify that you understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services, as defined by the Commission.

Item (11)- Certify that you understand that you may be audited pursuant to this application and will retain for five years any and all worksheets and other records upon which you rely to complete this application.

Item (12) - The signature of the authorized person certifying to the accuracy of the information contained in Form 486 on behalf of the applicant is required in this block. **Please note that it is essential that the ORIGINAL INK SIGNATURE be provided to the fund administrator. Photocopies of signatures are NOT acceptable.**

Item (13) - Enter the date the Form 486 was signed. This date must include the month, day and year.

Item (14) - Print the name of the authorized person certifying the information contained in Form 486 on behalf of the applicant.

Item (15) - Enter the title or position of the authorized person certifying the information contained in Form 486 on behalf of the applicant.

Item (16) - Enter the telephone number of the authorized person certifying the information contained in Form 486 on behalf of the applicant. Although not a required component, you are encouraged strongly to provide this information to expedite any communications that may be necessary between the authorized person responsible for signing the Form 486 and the fund administrator.

Item (17) - Enter the address of the authorized person certifying the information contained in Form 486 on behalf of the applicant.

Submit completed forms to:

**SLC-Form 486
P.O. Box 7026
Lawrence, Kansas 66044-7026**

For express delivery services or U.S. Postal Service, Return Receipt Requested:

**SLC-Form 486
c/o Ms. Smith
3833 Greenway Drive
Lawrence, Kansas 66046**

REMINDERS

- All applicants participating in Universal Service for Schools and Libraries must file Form 486 within five (5) business days of the time they begin receiving supported services or the date of receipt of the Funding Commitment Decisions Letter, whichever is later. In addition, Form 486 must be filed within five business days of the other enumerated events such as: early termination of service as compared to the contract termination date set forth in the Form 471 application; extension of the delivery of services beyond the contract termination date set forth in the Form 471 application (see Special Note and Instructions for the 1998 Funding Year, page 8); and permanent and irrevocable cancellation of a FRN. Applicants who have already received and paid for services for which they have been approved for discounts must use Form 486 to advise the fund administrator that they intend to submit a Billed Entity Applicant Reimbursement Form.
- The person authorized to provide the information required by Form 486 on behalf of a school, library, or consortium must sign and date Form 486.
- Provide data for all required information items. If you choose not to complete an information item that is optional, please leave the item blank.